



Montgomery County Department Of Permitting Services

255 Rockville Pike
Rockville, MD 20850
240-777-6240 Fax: 240-777-6262
<http://permittingservices.monrtgomerycountymd.gov>



LICENSE PROCEDURE FOR VENDORS

It is unlawful for a person to sell, offer to sell, or solicit orders for goods (including perishable foods) or services on any public street, sidewalk or other public right-of way, door-to-door, in a vehicle, or on foot or from a vehicle, or temporary stand or structure located on private property without a Vendors License unless you are a charitable organization as defined in State Law, Business Regulation Article 6-101.

Montgomery County does not have jurisdiction and cannot issue a license if the property is located in:

- (1) Gaithersburg City
- (2) Garrett Park
- (3) Poolesville
- (4) Rockville City
- (5) Washington Grove

You must complete the Point of Sale License and Operator Permit Applications in full, sign them and submit them with the documents listed below. Applications can be submitted at 255 Rockville Pike, 2nd Floor, Rockville, Maryland 20850.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

DOCUMENTS TO BE SUBMITTED:

a. OPERATOR PERMIT:

1. The Permit Technician will provide the service of taking pictures of the applicant and each operator.
2. Check in the appropriate amount made payable to Montgomery County, MD

b. SITE SPECIFIC VENDOR IN THE PUBLIC RIGHT-OF-WAY

1. A vicinity map or tax map showing the location of the vending activity and the distances from intersections, traffic control devices and the paved edge of the roadway.
2. Certification as an Agricultural Producer from the Department of Permitting Services.
3. Proof of valid motor vehicle registration if vending from a vehicle.
4. Proof of \$500,000 liability insurance
5. Proof of date of birth and address.
6. Check in the appropriate amount made payable to Montgomery County, MD.

c. FOR A SITE SPECIFIC VENDOR ON PRIVATE PROPERTY

1. Proof of ownership or written permission of the owner or agent, if applicable.
2. Site plan with structure (structures) green area and tabulated parking shown.
3. Proof of date of birth and address
4. Check in the appropriate amount made payable to Montgomery County, MD.

d. REGULAR ROUTE VENDORS

1. Proof of valid motor vehicle registration
2. Proof of date of birth and address.
3. Check in the appropriate amount made payable to Montgomery County, MD.

e. DOOR TO DOOR VENDORS

1. Proof of date of birth and address.
2. Check in the appropriate amount made payable to Montgomery County, MD.

f. FUTURE DELIVERY FOR ANY TYPE OF VENDING

1. \$1,170.00 Bond
2. Check in the appropriate amount made payable to Montgomery County, MD.

CHECKS IN THE APPROPRIATED AMOUNT MUST BE SUBMITTED AT THE TIME THE APPLICATION IS SUBMITTED. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE PAYMENT OF THE FEES. An additional 10% Automation Enhancement Fee will be included for all fees listed.

VENDOR LICENSE FEES:

a.	ONE YEAR	<u>Base Fee</u>	<u>+10%</u>	<u>Total Fee</u>
1.	One Year Base Rate	\$265.00	\$26.50	\$291.50
2.	Application Fee	\$34.00	\$3.40	\$37.40
3.	Operator Permit Fee (each)	\$34.00	\$3.40	\$37.40
4.	Site Fee (Site Specific if Applicable)	<u>\$68.00</u>	<u>\$6.80</u>	<u>\$74.80</u>
		\$401.00	\$40.10	\$441.10
b.	SIXTY DAY			
1.	Sixty day Base Rate	\$170.00	\$17.00	\$187.00
2.	Application Fee	\$34.00	\$3.40	\$37.40
3.	Operator Permit Fee (each)	\$34.00	\$3.40	\$37.40
4.	Site fee (Site Specific If Applicable)	<u>\$68.00</u>	<u>\$6.80</u>	<u>\$74.80</u>
		\$306.00	\$30.60	\$336.60
c.	ONE DAY			
1.	One Day Base Rate	\$34.00	\$3.40	\$37.40
2.	Application Fee	\$34.00	\$3.40	\$37.40
3.	Operator Permit Fee (each)	\$34.00	\$3.40	\$37.40
4.	Site Fee (Site Specific if Applicable)	<u>\$68.00</u>	<u>\$6.80</u>	<u>\$74.80</u>
		\$170.00	\$17.00	\$187.00

CERTIFIED AGRICULTURAL PRODUCER LICENSE FEES

a.	ONE YEAR ONLY			
1.	One Year Base Rate	\$68.00	\$6.80	\$74.80
2.	Application Fee	\$34.00	\$3.40	\$37.40
3.	Operator Permit Fee (each)	\$14.00	\$1.40	\$15.40
4.	Site Fee	<u>\$34.00</u>	<u>\$3.40</u>	<u>\$37.40</u>
		\$150.00	\$15.00	\$165.00
b.	CHRISTMAS TREE VENDORS			
1.	License Fee	\$68.00	\$6.80	\$74.80
2.	Application Fee	\$34.00	\$3.40	\$37.40
3.	Operator Fee (each)	\$14.00	\$1.40	\$15.40
4.	Site Fee (if not a renewal)	<u>\$34.00</u>	<u>\$3.40</u>	<u>\$37.40</u>
		\$150.00	\$15.00	\$165.00

ALL FUTURE DELIVERY VENDORS

a.	Performance Bond			\$1,170.00
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